



Audit, Governance and Standards Committee

Thu 21 Apr
2016
7.00 pm

Committee Room 2
Town Hall
Redditch

REDDITCH BOROUGH COUNCIL

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Audit, Governance and Standards Committee

Thursday, 21st April, 2016
7.00 pm

Committee Room 2, Town Hall

Agenda

Membership:

Cllrs:	David Thain (Chair) Jane Potter (Vice-Chair) Natalie Brookes Michael Chalk John Fisher	Andrew Fry Gareth Prosser Rachael Smith Pat Witherspoon
Independent Member:	Dave Jones (non-voting co-opted – for Audit and Governance)	
Feckenham Parish Council Representative:	Alan Smith (non-voting co-opted – for Standards)	

<p>1. Apologies and named Substitutes</p>	<p>To receive the apologies for absence and details of any Councillor nominated to attend the meeting in place of a member of the Committee.</p>
<p>2. Declarations of Interest</p>	<p>To invite Councillors to declare any Disclosable Pecuniary Interests and/or Other Disclosable Interests they may have in items on the agenda, and to confirm the nature of those interests.</p>
<p>3. Minutes (Pages 1 - 18)</p>	<p>To confirm as a correct record the minutes of the meeting of the Audit, Governance and Standards Committee held on 28th January 2016. (Minutes attached)</p>
<p>4. Monitoring Officer's Report - Standards Regime (Pages 19 - 22) Head of Legal, Equalities and Democratic Services</p>	<p>To receive a report from the Monitoring Officer on any matters of relevance to the Committee. (Report attached) (No Direct Ward Relevance)</p>

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<p>5. Feckenham Parish Council Representative's Report - Standards Regime</p>	<p>To receive a report from the Feckenham Parish Council Representative on any matters of relevance to the Committee.</p> <p>(Oral report)</p> <p>(Astwood Bank & Feckenham Ward)</p>
<p>6. Grant Thornton - Progress Report and Update 2015-16 (Pages 23 - 38)</p>	<p>To update Members on Grant Thornton's progress in delivering their responsibilities as the Council's external auditors, on relevant information relating to Local Government Accounting and other issues, and on Grant Thornton publications.</p> <p>(Report attached)</p> <p>(No Direct Ward Relevance)</p>
<p>7. Grant Thornton - Audit Plan 2015/16 (Pages 39 - 60)</p>	<p>To present to Members the Grant Thornton Audit Plan 2015/16.</p> <p>(Report attached)</p> <p>(No Direct Ward Relevance)</p>
<p>8. Grant Thornton - Audit Fee Letter 2016/17 (Pages 61 - 66)</p>	<p>To present Members with the Audit Fee letter for 2016/17 from the Council's External Auditors Grant Thornton and to approve the level of fee.</p> <p>(Report attached)</p> <p>(No Direct Ward Relevance)</p>
<p>9. Grant Thornton - Auditing Standards 2015/16 - Communication with the Audit, Governance and Standards Committee (Pages 67 - 96)</p>	<p>To present Members with the Auditing Standards – Communication with the Audit, Governance and Standards Committee report for 2015/16 from the Council's External Auditors Grant Thornton.</p> <p>(Report attached)</p> <p>(No Direct Ward Relevance)</p>
<p>10. Accounting Policies 2015/16 (Pages 97 - 110) Executive Director, Finance and Resources</p>	<p>To present to Members the draft Accounting Policies for 2015/16.</p> <p>(Report attached)</p> <p>(No Direct Ward Relevance)</p>

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<p>11. Internal Audit - Progress Report (Pages 111 - 136)</p>	<p>To present a progress report of internal audit work for 2015/16. (Report attached)</p> <p>(No Direct Ward Relevance)</p>
<p>12. Internal Audit - Audit Plan 2016/17 (Pages 137 - 146)</p>	<p>To present to Members the Council's final Internal Audit Operation Plan for 2016/17, and to confirm the key performance indicators for the Worcestershire Internal Audit Shared Service for 2016/17. (Report attached)</p> <p>(No Direct Ward Relevance)</p>
<p>13. Section 11 Recommendations Update (Pages 147 - 162) Executive Director, Finance and Resources</p>	<p>To present Members with an update on progress following the Section 11 recommendations noted by the Committee on 28th January 2016. (Report attached)</p> <p>(No Direct Ward Relevance)</p>
<p>14. Corporate Governance and Risk (Pages 163 - 176) Executive Director, Finance and Resources</p>	<p>To consider the draft Corporate Risk Register for 2016/17 and to update Members on the Annual Governance Statement for 2015/16 and other current governance issues. (Report attached)</p> <p>(No Direct Ward Relevance)</p>
<p>15. Portfolio Holder Update - Quarterly Budget Monitoring</p>	<p>To receive an oral update from Councillor John Fisher, Portfolio Holder for Corporate Management, on the latest Finance Monitoring Report referred to the Executive Committee. (Oral report)</p> <p>(No Direct Ward Relevance)</p>
<p>16. Proposed Savings Report 2016/17 (Pages 177 - 180) Executive Director, Finance and Resources</p>	<p>To propose a format of a report to the Committee for the monitoring of the approved financial savings for 2016/17. (Report attached)</p> <p>(No Direct Ward Relevance)</p>

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<p>17. Committee Action List and Work Programme</p> <p>(Pages 181 - 194)</p>	<p>To consider the Audit, Governance and Standards Committee's Action List and Work Programme.</p> <p>(Action List, Action List Update Sheet and Work Programme attached)</p> <p>(No Direct Ward Relevance)</p>
<p>18. Annual Review of the Operation of the Committee and the Committee's Terms of Reference and Procedure Rules</p> <p>(Pages 195 - 204)</p> <p>Chief Executive</p>	<p>To review the operation of the Audit, Governance and Standards Committee during the 2015/16 Municipal Year to date, together with the Committee's Terms of Reference and Procedure Rules.</p> <p>(Chair's oral report)</p> <p>(A copy of the Committee's Terms of Reference and Procedure Rules are attached for reference)</p> <p>(No Direct Ward Relevance)</p>
<p>19. Calendar of Meetings 2016/17</p>	<p>Members are asked to note the following meeting dates of the Committee for the 2016/17 Municipal Year:</p> <ul style="list-style-type: none">• Thursday 7th July 2016;• Thursday 22nd September 2016;• Thursday 2nd February 2017; and• Thursday 27th April 2017. <p>All meetings are due to commence at 7.00pm at the Town Hall.</p> <p>Note: There will also be an Officer-led briefing for all members of the Committee at 7.00pm on Thursday 8th September 2016 on the Statement of Accounts; prior to the Committee's formal consideration of the Statement at the 22nd September 2016 meeting.</p> <p>(No Direct Ward Relevance)</p>

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20. Exclusion of the Public

Should it prove necessary, in the opinion of the Chief Executive, to exclude the public from the meeting at any point during the proceedings in relation to any item(s) of business on the grounds that either exempt and/or confidential information is likely to be divulged, the following resolution(s) will be moved:

"That under Section 100 I of the Local Government Act 1972, as amended, it/they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A to the Act, as amended, the relevant paragraphs of that part being (*...to be specified by the Chairman at the meeting*), and that it is in the public interest to do so.", and/or

"That under Section 100 A of the Local Government Act 1972, as amended, it/they involve the likely disclosure of confidential information which would be in breach of an obligation of confidence."

The paragraphs under Part 1 of Schedule 12A to the Act are as follows:

Subject to the "public interest" test, information relating to:

- **Para 1 – any individual;**
- **Para 2 – the identity of any individual;**
- **Para 3 – financial or business affairs;**
- **Para 4 – labour relations matters;**
- **Para 5 – legal professional privilege;**
- **Para 6 – a notice, order or direction;**
- **Para 7 – the prevention, investigation or prosecution of crime**

may need to be considered as 'exempt'.